



Court Administrator Administrative Assistant

Details

Job ID : 471

Title : Court Administrator Administrative Assistant

Job Code : 436

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : NO

Job Departments

- Circuit Court

Purpose

Responsible for administrative and clerical duties supporting the Court Administrator Office.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- Basic computer skills
- Effective communication skills - written and oral

Job Duties

- May answer phone calls
- May prepare and maintain a variety of documents and records, including databases
- May monitor and order supplies and/or equipment
- May assist with duties such as special projects, compilation of jury lists, or other related tasks
- May perform other duties as assigned